**Curamericas Global: Administrative Internship**

**Reports to:** Program & Operations Manager

**Compensation**: Unpaid

**Length of Engagement**: Spring Semester 2018, 10-25 hours a week

**Location:** Raleigh, NC

**Responsibilities:** Curamericas Global, a nonprofit, international health organization, seeks an administrative intern at our Raleigh office. This intern will work to assist departments across the organization as listed below. The main purpose of this internship is to learn administrative and managerial duties in a nonprofit organization. Tasks include:

Donor Management and Stewardship (30%)

1. Draft and send tax receipts and thankyou cards to donors
2. In-kind donations tracking and procurement
3. Maintain up-to-date contact management records
4. Assist with travel arrangements for donor visits as needed

International Volunteer Team (30%)

* Create and revise orientation documents
* Volunteer team records management and registrations
* Payment tracking and reporting

Office Management (20%)

1. Preparation and note taking during staff meetings as needed
2. Assist with general office tasks such as mailings and office organization
3. Update office manual (as needed)

Volunteer/Intern Management (5%)

1. Collect timesheets, exit forms, and coordinate meetings
2. Assist with Spring intern recruitment

Other tasks (15%)

* General office admin
* Professional development\*

\*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

**Qualifications:**

1. College student, graduate student or college graduate
2. Internet and Microsoft Office experience and skills required
3. Detail oriented with interest in behind-the-scenes work carried out at nonprofits
4. Interest in international development and/or public health
5. A results oriented person who is able to work independently
6. Enthusiastic attitude and willing to do whatever is needed to help the team

**Application Instructions:** Please send completed application, resume and cover letter to bmuffoletto@curamericas.org, or mail application and materials to:

Curamericas Global

318 W. Millbrook, Suite 105

Raleigh, NC 27609